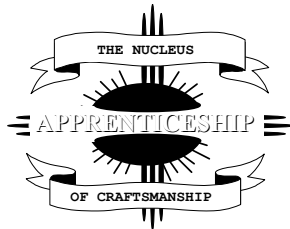




**STANDARDS OF APPRENTICESHIP
adopted by**

**GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
INDUSTRIAL MAINTENANCE MILLWRIGHT		638.281-018	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 18, 1997

Initial Approval

By: LAFRANK NEWELL
Chairman of Council

OCTOBER 20, 2000

Addendum Amended

By: PATRICK WOODS
Secretary of Council

JANUARY 18, 2002

Committee Amended

GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT

NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL APPRENTICESHIP PROGRAM AND ITS CRAFTS AND PROBLEMS.

1. GEOGRAPHICAL AREA COVERED:

Goldendale Aluminum Industrial Plant.

2. MINIMUM QUALIFICATIONS:

Age: Eighteen (18)
Education: Proof of high school diploma or GED
Physical: Physically able to do the work of the trade
Testing: Evidence of a qualifying grade of HIGH on aptitude test 370
Other: Continuous employment by Goldendale Aluminum Company of one (1) year from date of application.

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

1. When an opening for apprenticeship vacancy occurs, notification will be provided via plant-wide e-mail and company newsletter a minimum of thirty (30) calendar days prior to when the Apprenticeship bid is posted. The Apprenticeship bid will be posted via established bid procedure for a minimum of ten (10) calendar days.
2. Employees who are absent during the period apprenticeship vacancies are posted, will be considered eligible to place a proxy bid for such vacancies per the collective bargaining agreement.
3. Applicants shall be given a pre-entry test as outlined under section entitled "Minimum Qualifications".
4. The purpose of the pre-entry test is to determine which applicants will be selected based on qualification standards, which are directly related to necessary job performance.
5. Applicants meeting the minimum requirements for admission to the eligibility pool shall be notified.
6. Applicants failing to meet the minimum requirements for admission to the eligibility pool shall be notified.

**GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT**

7. Apprentices shall be selected from an eligibility pool of qualified applicants in a manner prescribed consistent with the collective bargaining agreement and in accordance with **WAC 296-04-350 (4)**.

B. Affirmative Action Plan:

1. The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, natural origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.
2. As apprenticeship vacancies become known and prior to any posting, notices containing pertinent information regarding the vacancies including the nature of the apprenticeship, requirement for admission to the apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor will occur via company newsletter and plant-wide e-mail.
3. Any other such action performed by Goldendale Aluminum Company Human Resources department in regards to advertising for employment or hiring through the Employment Securities Department shall conform with plant policy P-1, NON-DISCRIMINATION-EQUAL EMPLOYMENT OPPORTUNITY.
4. Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various managers, supervisors, employees, and members and to encourage such person to take the necessary action to aid sponsor in meeting its obligations under these rules: The Affirmative Action Plan will be shared with Goldendale Aluminum Company leadership and Union leadership, to include managers, first line supervisors, and union executive board, as well as unit employees.

4. TERM OF APPRENTICESHIP:

The term of apprenticeship shall be eight thousand (8000) hours of reasonably continuous employment including the probationary period.

5. PROBATIONARY PERIOD:

The probationary period shall be the first one thousand six hundred (1600) hours of the term of employment as an apprentice.

**GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT**

6. RATIO OF APPRENTICES:

The ratio of apprentices to journey-level workers shall be one apprentice to one journey-level worker for the first apprentice. Additional apprentices shall be one apprentice to three journey-level workers, at the Goldendale Aluminum Maintenance Department.

7. WAGE PROGRESSION:

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270(2)(c):

1st period, (1000 hours)	88.8%	of the journey-level worker rate
2nd period, (1000 hours)	90.2%	of the journey-level worker rate
3rd period, (1000 hours)	91.6%	of the journey-level worker rate
4th period, (1000 hours)	93.0%	of the journey-level worker rate
5th period, (1000 hours)	94.4%	of the journey-level worker rate
6th period, (1000 hours)	95.8%	of the journey-level worker rate
7th period, (1000 hours)	97.2%	of the journey-level worker rate
8th period, (1000 hours)	98.6%	of the journey-level worker rate

The wage for each trade objective shall be submitted for approval and shall remain in effect until amended.

**GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT**

8. WORK PROCESSES:

During the period of apprenticeship, the apprentice shall receive such instruction and experience in all branches of the trade as may be available, as is necessary to develop a practical and skilled industrial maintenance millwright who is versed in the theory and practice of this trade. The apprentice shall perform such duties as are commonly related to an apprenticeship in this trade and shall at all times be under the supervision of a competent journey-level worker. Safe working practices shall be a prime consideration in every work operation.

The following work schedule of work experience of the trade is submitted as a guide and will be followed as closely as trade conditions will permit.

<u>Industrial Maintenance Millwright</u>	<u>DOT #638.281.018</u>	<u>HOURS</u>
Familiarization		300
Any activity designed to familiarize apprentice, with care and proper safe use, nomenclature and selection of tools and materials used in the craft.		
Other Assignments.....		400
House keeping, safety and other informational meetings, including related activities.		
Bench Work		800
Filing, reaming, tapping, drilling, and other related benchwork activities.		
Rigging.....		300
Selecting and use of proper lifting equipment and proper hand signaling.		
Understanding Layouts		1200
Blueprint reading, leveling/alignment using precision equipment. Maintenance fabrication and replacement of machinery. Includes use of dial indicator, venires, calipers, micrometers & TPM equipment.		
Welding & Burning Technique.....		1000
Arc welding and cutting. Gas welding and cutting.		
Lubrication & Inspection		300
Familiarization with oils & greases. Specific applications, replacement & disposal.		
Hydraulics & Pneumatics		1000

GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT

Application of theory & terminology. Repair, replacement & installation..

General Maintenance	2400
Maintain, trouble shoot, repair, rebuild, replace, and modify related industrial equipment.	
Machine Shop	300
Use of portable key way cutter, line bore and end mill, sharpeners, band saws, thread cutter, etc.	
TOTAL HOURS:	8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT

9. RELATED/SUPPLEMENTAL INSTRUCTION:

A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.

B. The methods of related/supplemental training shall consist of one or more of the following:

- ☐ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☐ Technical college
- ☐ Community college
- ☐ Training trust
- ☒ Other: Willamette Carpenter Training Center

NOTE: All related educational and training requirements of the Willamette Carpenter Training Center, Millwrights JATC will be met.

C. Hours 160

D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures.)

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A daily record of hours worked in each category of on the job training will be maintained by the apprentice and their progress reviewed at least monthly by the employee's supervisor and quarterly by the Apprenticeship Committee.

The apprentice's supervisor will "sign-off" the apprentice's record of hours worked in each category every week. The supervisor will review the apprentice's progress with the Apprenticeship Committee on a monthly basis.

Each apprentice will meet with their supervisor and the Apprenticeship Committee on a quarterly basis to review their progress.

The Apprentice will apply oneself, both on the job and in related training programs, and continually strive to become a skilled worker.

The Apprentice must not miss work or related training classes except for excused absences. Proper notification will be provided by the Apprentice to all appropriate parties.

GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT

The classroom training provider's policies and procedures shall be adhered to at all times by the Apprentice.

The Apprentice must read and understand the provisions of these standards and any agreements applicable to training.

The Apprentice must submit a properly completed and signed monthly work progress report for each month to the Goldendale Aluminum Apprenticeship Committee (GAAC) on or before the 5th of the following month.

The GAAC is authorized to administer and enforce all Apprenticeship Policies and Procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section. These Standards shall be governed by the Washington State Apprenticeship Act (RCW 49.04) and Federal Labor Standards (29 CFR 29), which govern employment and training in apprenticeable occupations.

Apprentices must be in the classroom with proper educational materials and ready for class by scheduled time of class. Educational materials shall be the total responsibility of each Apprentice. Apprentices, upon successful completion of the program and having maintained an overall grade point average of a minimum of ninety (90) percent, will be reimbursed for the entire cost of required educational materials.

The responsibility rests solely with the Apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the instructor(s).

Apprentices who are absent, shall state the reason in writing and present it to the training provider and GAAC at the next regular scheduled monthly meeting. Excuse accepted by the GAAC as valid will exempt the apprentice from penalties, but not from the required minimum of 160 hours of classroom training per year.

Any Apprentice who fails to return to class following a break or who decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.

Apprentices not maintaining an average year-end grade of seventy-five (75) percent shall appear before the Apprenticeship Committee for appropriate corrective action.

Any test missed due to absence of the Apprentice may be made up at the convenience of the class instructor(s) and within a one-week period from the date the test was originally administered.

Retest scores will have a deduction of fifteen (15) points of the final score. The GAAC may waive this deduction if the Apprentice shows a written legitimate excuse.

**GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT**

Vacations will not be scheduled during the related educational school year. Exceptions may be made through the GAAC and classroom training provider only and only when requested in writing.

Compliance with the GAC Substance Abuse Policy will be required of all apprentices. Violation will result in disciplinary action up to and including cancellation from the apprenticeship program.

Apprentices shall perform all the duties and tasks on the job as are associated with the craft and apprenticeship.

Overtime hours worked shall be recorded as actual hours worked.

Each Apprentice will be solely responsible for maintaining a work record book with copy of the record each month to be turned into the GAAC by the 5th day of the following month.

Monthly work records not turned in by the 5th day of the following month will result in the next scheduled uprate being held for thirty (30) days for each offense. Three consecutive offenses will constitute action by the GAAC for not complying with these Policies and Procedures.

11. COMPOSITION OF COMMITTEE AND ALTERNATES:

A. STRUCTURE:

A quorum for the transaction of business shall consist of two thirds of the committee members.

The Employer Representatives Shall Be

Steven A. Gillespie, Chairman
85 John Day Dam Road
Goldendale, WA 98620

Glen Smith
85 John Day Dam Road
Goldendale, WA 98620

Roger J. Kyar
85 John Day Dam Road
Goldendale, WA 98620

The Employee Representatives Shall Be:

GOLDENDALE ALUMINUM COMPANY INDUSTRIAL
MAINTENANCE MILLWRIGHT

Jens C. Fredericksen, Secretary
85 John Day Dam Road
Goldendale, WA 98620

Fred F. Krueger
85 John Day Dam Road
Goldendale, WA 98620

Ernesto A. Cuarteros
85 John Day Dam Road
Goldendale, WA 98620

When a vacancy of an employer representative occurs, the employer committee members shall appoint from their representation, based on established criteria, a replacement to serve the unfulfilled term of office.

When a vacancy of an employee representative occurs, the employee committee members shall appoint, by vote, from their representation, based on established criteria, a replacement to serve the unfulfilled term of office.

Removal of committee members: Committee members will only be removed for inactivity or failure to abide with the Washington State Apprenticeship Act (RCW 49.04) and Federal Labor Standards (29 CFR 29).

Employee representatives applying for other apprenticeship positions or out of the maintenance department will be deemed inactive.

Only employer committee members may recommend and vote for removal on an employer member and such action shall be noted in the minutes. Similarly, only employee members may recommend and vote on employee member removal.

B. MEETING SCHEDULE:

Regular committee meetings will be held on a monthly basis.

Quarterly meetings (calendar year quarters) will be held.

NOTE: Quarterly meetings may serve as the regular meetings for that month in which they are held.

12. SUBCOMMITTEE:

Subcommittees will be developed and regulated in accordance with the Washington State Apprenticeship Act.

13. TRAINING DIRECTOR/COORDINATOR: (None)